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21 October 1959

MEMORANDUM FOR: Mr. Cooper

1. The attached is a breakdown of internal CIA distribution based on dissemination lists given to us by OCR.

2. The present distribution seems to me to be generally reasonable and conservative.

3. Apparently more than half of the increase in five years is accounted for by a larger records center stock, vital records, various libraries, and the copies loaned to the USIB Secretariat. The remaining increases are widely distributed and include a number of single copies to very senior officials who should obviously have them.

4. The largest increases within individual offices have occurred in the DD/I area. Although OSI has ascetically clung to its single copy, ORR has gone from 4 to 12, OCI from 5 to 9, and OCR from 1 to 7, not counting various library copies. Beginning in 1955, it appears that OO/C has been receiving a copy for each of its field stations.

5. In view of their support of O/NE, the numbers received by ORR and OCI do not seem excessive. One could almost wish OSI would ask for more. The added copies in OCR probably reflect

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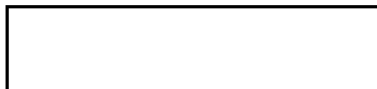
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Paul Borel's influence in trying to keep his key people informed. The 18 copies to OO/C surprised me but I am not able to judge their need for them. After five years, this practice seems well entrenched.

6. In summary, unless there is decreed an arbitrary roll-back within the DD/I offices (which may be self-defeating), there seem to be very slim pickings indeed on any selective basis. Maybe the Branch Library for Training could be cut back to 1 copy, some OCR recipients could be cut out, and a few copies could be shaved from ORR and OCI. To what end? There are 94 copies in stock plus the copies in the Library which can be withdrawn on request. The only large chunk consists of the 18 to OO/C. Do they "need to know"?

7. I thought you might like to look this over, together with the data I gave you on external distribution, in preparation for a review of the distribution survey.

8. My present thinking is that we should ask each of the larger recipients to survey his ^{own} ~~over~~ distribution practices and report back to us. I am sure OCR would not be offended if we proposed such a move.



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Yr.	BCI	DDCI	DDI	DDP	DDP+ OISD	DDS	DDC	IG	USIA S	SRS DDI	ADSI	ADNR	ADCI	ADNE	ADBI	ADOC	OO/C	C/ FRID	ADCR
'60																			
'59	1	1	1	1	15	1	1	1	1	1	1	12	9	11	1	1	18	1	1
'58	1	1	1	15**			1			1	1	12	7	11	1	1	17		1
'57	1	1	1	15**						1	1	7	6	11	1	1	16		1
'56	1	1	1	15**						1	1	7	5	11		1	16		1
'55	1	1	1	12**							1	4	5	11		1	16		1
'54	1	1	1	10***							1	4	5	11		1			1

Yr.	CIA Lib.	CIA Lib. Pub Rev	K.Hldg. Lib.	Tr.Br. Lib.	C/ SR OCR	C/ LGB OCR	C/ GR OCR	DD/ OCR	OCR for DDI Reps	OCR Rec. Ofc.	%Log D/TR (Loan)	SA FC DCI	Vit. Rec.	TOTAL Internal	RESERVE Records Current Stock	TOTAL
'60				3												
'59	5		1	4	1	1	1	3	8				1	112 104	85 100	197 204
'58	2		1	3	1	1						2	1	82	87	169
'57	7		1	1	1				Pub Rev 1	1	2	1	1	79	55	134
'56	2	1	1	1						1	2	1		70	59	129
'55	2	1	1	1							2	1		62	64	126
'54	2	1		1							1			41	36	77

ILLEGIB

* For use in briefing books returned to OCR.
** Two for Gen. Norstad.
*** Two for Gen. Gruenther.

May 60
PIC